Attachment 2. Instructions

Introduction:

This spreadsheet is intended to make life easier for you and headquarters EMAD. It combines all geographic area exceptions onto one sheet, with the following advantages:

You can easily see if exception percentages add to more than 50% of the FMR area population.

By eliminating excess paperwork, it simplifies data entry into our tracking system.

You may enter data in any of three ways (by clicking on any of the "tabs" at the bottom of the screen):

Tab

2a:	**Individual Area** -- Form used to enter one exception area only. For this purpose you may use either of the follow
2b:	**Enter Exception <u>Percent</u>** -- if you have figured the exception percentage and want the spreadsheet to compute the exception rent (most useful for Census-based exceptions)
2c:	**Enter Exception <u>Rent</u>** -- if you have figured the exception rent and want the spreadsheet to compute the

Rename Spreadsheet:

Begin by saving spreadsheet under separate name: File - SaveAs - {new-name}.XLS

(For simplicity, "new-name" can be Mmmmmyyyy or Cssccccyyyy, where:

M = Metropolitan FMR area, C = Nonmetro FMR area

mmmm = MSA FIPS code (or shortened name)

ssccc = State (2-digit) and county (3-digit)

yyyy = Calendar year of approval (not fiscal year)

Enter the following items (shaded in spreadsheet):

1 Field office name
2 Field office code (4-digit)
3 FMR area name
4 FMR area FIPS code (MSAmmmm or CNTYssccc) -- if known
5 Population: Entire FMR area. See Attachment 2A Instructions for data sources; do not update 1990 population fig
6 Population: Exception areas that are still in effect but are NOT on this sheet
7 Today's date; enter with slashes [mm/dd/yyyy]
8 Current FMRs

For Each Exception Area Transmitted Today:

9 Exception area name (be as descriptive as possible; 24 characters maximum)
10 Exception area population, from 1990 Census (do NOT update)
11 Date this exception was approved (enter with 4-digit year, even though only last 2 digits will be displayed)
12a Data source: **C**ensus or some other **S**urvey.   See Attachment 2A Instructions for Census data sources.
12b Basis of exception: "**Poverty**:" to enable families to find housing outside areas of high poverty or "**Lease-up**": because voucher holders have trouble finding housing for lease within the term of the voucher.
12c Boundary type: **C**ensus boundaries or **O**ther (eg, neighborhood). All exception areas should use Census bounda

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If using worksheet 2b:

13a Enter exception **rents**

Computed Automatically by Spreadsheet (in blue type):
Exception percent
Population percent: this exception area / all exception areas
Total population of all current exceptions; warning appears if greater than 50%

If using worksheet 2c:

13b Enter exception **percentages** (1 decimal place)

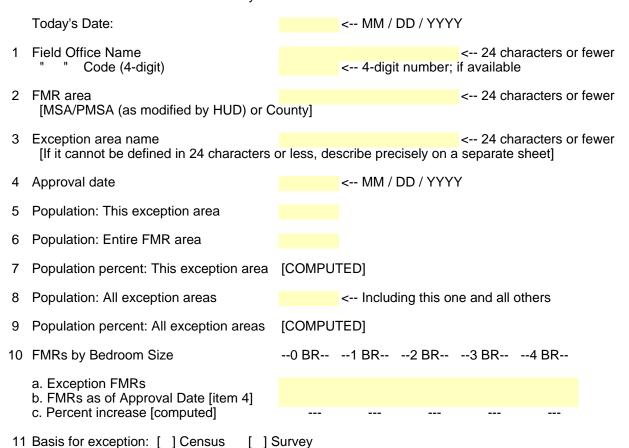**Computed Automatically by Spreadsheet (in blue type):**
Exception rents
Population percent: this exception area / all exception areas
Total population of all current exceptions; warning appears if greater than 50%

2a. Individual Area

TO USE THIS SHEET:

Fill in all shaded items others are computed automatically.
    See individual instructions denoted by <--

    Today's Date: <-- MM / DD / YYYY

1 Field Office Name   <-- 24 characters or fewer
      "   "   Code (4-digit)   <-- 4-digit number; if available

2 FMR area   <-- 24 characters or fewer
    [MSA/PMSA (as modified by HUD) or County]

3 Exception area name   <-- 24 characters or fewer
    [If it cannot be defined in 24 characters or less, describe precisely on a separate sheet]

4 Approval date   <-- MM / DD / YYYY

5 Population: This exception area

6 Population: Entire FMR area

7 Population percent: This exception area   [COMPUTED]

8 Population: All exception areas   <-- Including this one and all others

9 Population percent: All exception areas   [COMPUTED]

10 FMRs by Bedroom Size   --0 BR--   --1 BR--   --2 BR--   --3 BR--   --4 BR--

    a. Exception FMRs
    b. FMRs as of Approval Date [item 4]
    c. Percent increase [computed]   ---   ---   ---   ---   ---

11 Basis for exception: [ ] Census   [ ] Survey

2b. Enter Exception Percent

<-- **Field Office Name**
<-- **Field Office Code (4-digit) -- if known**
<-- **FMR Area Name**
<-- **FIPS Code (MSAmmmm or CNTYssccc) -- if known**
<-- **Population of Entire FMR area, 1990**
<-- **Population of exception areas NOT in this sheet (Optional)**
<-- **Today's Date**

Fair Market Rent (Current)

| | | | | | 0 BR | 1 BR | 2 BR | 3 BR | 4 BR | | | | | | | | | | | |

Enter Letter Codes:

[C or S]   **[P or L]**   **[C or O]**

(For updates, use previous name) **Exception Area Name (24 Char Max)**	**1990 Pop-ulation**	**Date Ap-proved**	**Data: Census or Survey**	**Basis: Poverty or Lease-Up**	**Boundary: Census or Other**	**COMPUTED BY SPREADSHEET Exception Rent**					**Enter Exception Percentage**					**Exception Population Percent**
						0 BR	**1 BR**	**2 BR**	**3 BR**	**4 BR**	**0 BR**	**1 BR**	**2 BR**	**3 BR**	**4 BR**	
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Total exception population, including others not on spreadshe   0
Total percent covered by all exceptions

2c. Enter Exception Rent

	<-- Field Office Name
	<-- Field Office Code (4-digit) -- if known
	<-- FMR Area Name
	<-- FIPS Code (MSAmmmm or CNTYssccc) -- if known
	<-- Population of Entire FMR area, 1990
	<-- Population of exception areas NOT in this sheet (Optional)
	<-- Today's Date

Fair Market Rent (Current)

0 BR	1 BR	2 BR	3 BR	4 BR

Enter Letter Codes:
[C or S] [D or P] [C or O]

(For updates, use previous name) **Exception Area Name (24 Char Max)**	**1990 Pop-ulation**	**Date Ap-proved**	**Data: Census or Survey**	**Basis: Deconcen-tration or Program**	**Boundary: Census or Other**	**Enter Exception Rent**					**COMPUTED BY SPREADSHEET Exception Percentage**					**Exception Population Percent**
						0 BR	**1 BR**	**2 BR**	**3 BR**	**4 BR**	**0 BR**	**1 BR**	**2 BR**	**3 BR**	**4 BR**	
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Total exception population, including others not on spread   0

Total percent covered by all exceptions

3. Optional Details

Use this worksheet to provide optional details, for example, precise definition of the exception area.